

ADMINISTRATIVE -- INTERNAL USE ONLY

25 March 1980

MEMORANDUM FOR: See Distribution

FROM:

Chief, Administrative Staff, FBIS

SUBJECT: Transmittal of Personnel Documents

STAT

1. On several recent occasions, Performance Appraisal Reports have been routed to concerned officers through the regular mail delivery system without being enveloped. The information contained in the PAR is privileged personnel information and should not be available to the interim mail handlers. All personnel privileged information in any format should henceforth be enveloped and marked RYBAT or EYES ONLY.

2. Please pass this information along to your employees.

STAT

Distribution:

- 1 - O/D/FBIS
- 1 - AC/OPS
- 1 - AC/AG
- 1 - C/Prod
- 1 - C/DRD
- 1 - C/AS

FBIS/ADMIN

(25 March 1980)

STAT

Distribution:

Orig - each addressee

- 1 - C/AS
- 1 - P&TB
- ✓ 1 - Exec. Reg.

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